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## CONTINUING EDUCATION PROVIDER POLICY

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### PURPOSE

This policy will define the requirements for Continuing Education (CE) Providers within the ICEMA Region.

### AUTHORITY

California Code of Regulations, Title 22, Division 9, Chapter 11 EMS Continuing Education

### DEFINITIONS

**Emergency Medical Services (EMS) Continuing Education (CE) Provider:** An individual or organization approved by the requirements of Title 22, Division 9, Chapter 11, to conduct continuing education courses, classes activities or experiences and to issue earned continuing education hours to EMS Personnel for the purpose of maintaining certification/licensure or re-establishing lapsed certification or licensure.

**Clinical Director:** A person currently licensed as a physician, registered nurse, physician assistant, or paramedic. The clinical director shall have had two years of academic, administrative or clinical experience in Emergency Medicine or EMS care within the last five years. The clinical director shall be responsible for monitoring all clinical and field activities approved for CE credit, approving instructors, and monitoring the overall quality of the EMS content of the program.

**Continuing Education:** A course, class, activity, or experience designed to be educational in nature, with learning objectives and performance evaluations for the purpose of providing EMS personnel with reinforcement of basic EMS training as well as knowledge to enhance individual and system proficiency in the practice of pre-hospital emergency medical care.

**Instructor:** A person approved by the program director and clinical director as qualified to teach the topics assigned, or have evidence of specialized training which may include, but is not limited to, a certificate of training or an advanced degree in a given subject area, or have at least one year of experience within the last two years in the specialized area in which they are teaching or be knowledgeable, skillful and current in the subject matter of the course, class or activity.

**Program Director:** A person qualified by education and experience in methods, materials and evaluation of instruction, which shall be documented by at least forty hours in teaching methodology. The program director will administer the CE program, ensure adherence to all state regulations, local policies, approve course content and assign course hours to any sponsored CE program per State regulations

### PROCEDURE

1. To become an approved CE provider, an organization or individual shall submit an application packet at least sixty days prior to the date of the first educational activity. The application packet shall include:
  - a. Name and address of the applicant;
  - b. Name of the program director, program clinical director, and contact person, if other than the program director or clinical director;
  - c. The type of organization requesting approval;

- d. The resumes of the program director and the clinical director; and,
  - e. The ICEMA approved fee
2. The applicant will be notified within fourteen working days that his/her request was received and will be informed as to what information, if any is missing.
  3. The request will be approved or disapproved by ICEMA within sixty calendar days of receipt of the completed request.
  4. If the request is approved, an EMS CE provider number will be issued for four years.
  5. When the request is approved, the EMS CE provider shall follow all of the requirements of the California Code of Regulations Title 22, Division 9, Chapter 11.
  6. If the application is not approved, the application may be resubmitted, in accordance with established procedures, when all deficiencies are corrected.



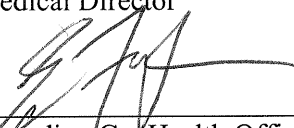


### **MAINTAINING RECORDS**

1. All records will be maintained by the CE provider for four years, and shall include:
  - a. Complete outlines for each course given, including a brief overview, instructional objectives, comprehensive topical outline, method of evaluation and a record of participant performance.
  - b. Record of time, place, date each course is given and the number of CE hours granted.
  - c. A resume for each instructor.
  - d. An ICEMA approved roster signed by course participants to include name and license number of the individual taking any approved course and a record of any certificates issued.
2. Each CE provider will notify ICEMA within thirty calendar days of any changes in name, address, telephone number, program director, clinical director or contact person.
3. All records shall be made available to ICEMA upon request.
4. Copies of class rosters shall be sent to the ICEMA ALS /Training Coordinator within fifteen days of class completion.
5. The Clinical Director shall submit a complete list of courses with the number of individuals attending each course on a monthly basis to ICEMA on the ICEMA approved form.
6. It is the responsibility of the CE provider to submit an application for renewal with the ICEMA approved fee, at least sixty calendar days before the expiration date in order to maintain continuous approval.
7. All CE provider requirements required by State legislation must be met and maintained.

### **POLICY**

1. When two or more CE providers co-sponsor a course, only one approved provider number will be used for that course, class or activity and that CE provider assumes the responsibility for all applicable provisions of Chapter 11 EMS Continuing Education.
2. The State EMS Authority shall be the agency responsible for approving CE providers for statewide public safety agencies and CE providers whose headquarters are located out-of-state if not approved by the Continuing Education Board for Emergency Medical Services (CECBEMS) or approved by the EMS offices of other states or courses in physical, social or behavioral sciences offered by accredited colleges and universities.
3. An approved CE provider may sponsor an organization or individual located within California that wishes to provide a single activity or course. The CE provider shall be responsible for ensuring the course meets all requirements and shall serve as the CE provider of record. The CE provider shall review the request to ensure that the course/activity complies with the minimum requirements.

APPROVED:

 _____ EMS Medical Director	_____ Date	 _____ Inyo Co. Health Officer	_____ Date
 _____ San Bernardino Co. Health Officer	_____ 4/15/05 Date	 _____ Mono Co. Health Officer	_____ 5/31/05 Date
 _____ ICEMA Executive Director	_____ 4/15/05 Date		